

Public Works Commission

Regular Meeting Agenda

Wednesday, September 28, 2016

3:30 P.M.

**City Hall – Multi-Purpose Room
23825 Stuart Ranch Road**

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Report on Posting of Agenda – September 23, 2016

1. Written and Oral Communications from the Public and Commissioners

- A. Communications from the Public concerning matters which are not on the agenda but for which the Commission has subject matter jurisdiction. The Commission may not act on these matters at this meeting. (30 minutes total time allotted)
- B. Commissioner reports, comments and inquiries. (15 minutes total time allotted)

2. Consent Calendar

- A. Previously Discussed Items

None.

- B. New Items

- 1. Approval of Minutes – August 24, 2016

Staff recommendation: Approve minutes of the Public Works Commission Regular meeting of August 24, 2016.

Staff contact: Administrative Assistant Ayala, 310-456-2489 ext. 352

3. Old Business**A. Capital Improvements Projects Status Report**

Staff recommendation: Receive and file update on the City's current and upcoming Capital Improvement Projects.

Staff contact: Assistant to the City Manager Shavelson, 310-456-2489 ext. 254

B. Update on Street Maintenance Work

Staff recommendation: Receive and file report on the status of Street Maintenance Work.

Staff contact: Public Works Superintendent Aladjajian, 310-456-2489 ext. 235

C. Civic Center Wastewater Treatment Facility Project Update

Staff recommendation: Receive and file update on the status of the Civic Center Wastewater Treatment Facility.

Staff contact: Assistant Public Works Director DuBoux, 310-456-2489 ext. 339

D. Update Los Angeles County Waterworks District 29 Water System Master Plan

Staff recommendation: Receive and file report on the status of the Los Angeles County Waterworks District 29 Water System Master Plan.

Staff contact: Assistant to the City Manager Shavelson, 310-456-2489 ext. 254

4. New Business**A. Pacific Coast Highway Debris and Trash Collection**

Staff recommendation: Discuss options for the City to provide supplementary trash pick-up along Pacific Coast Highway and make recommendations to the City Council as appropriate.

Staff contact: Assistant to the City Manager Shavelson, 310-456-2489 ext. 254.

Adjournment**Future Meetings**

Wednesday October 26, 2016	3:30 p.m.	Regular Meeting	City Hall Multipurpose Room
Wednesday November 23, 2016	3:30 p.m.	Regular Meeting	City Hall Multipurpose Room
Wednesday December 28, 2016	3:30 p.m.	Regular Meeting	City Hall Multipurpose Room

Guide to the City Commission Proceedings

The Oral Communication portion of the agenda is for members of the public to present items which are not listed on the agenda, but are under the subject matter jurisdiction of the Commission. Although no action may be taken, the Commission and staff will follow up, at an appropriate time, on those items needing response. Each speaker is limited to (3) three minutes. Time may be surrendered by deferring (1) one minute to another speaker, not to exceed a total of (8) eight minutes. The speaker wishing to defer time must be present when the item is heard. In order to be recognized and present an item, each speaker must complete and submit to the Recording Secretary a Request to Speak form prior to the beginning of the item being announced by the Chair (forms are available at the entrance to the meeting room). Speakers are taken in the order slips are submitted.

Items in Consent Calendar Section A have already been considered by the Commission at a previous meeting where the public was invited to comment, after which a decision was made. These items are not subject to public discussion at this meeting because the vote taken at the previous meeting was final. Resolutions concerning decisions made at previous meetings are for the purpose of memorializing the decision to assure the accuracy of the findings, the prior vote, and any conditions imposed.

Items in Consent Calendar Section B have not been discussed previously by the Commission. If discussion is desired, an item may be removed from the Consent Calendar for individual consideration. Commissioners may indicate a negative or abstaining vote on any individual item by so declaring prior to the vote on the motion to adopt the entire Consent Calendar. Items excluded from the Consent Calendar will be taken up by the Commission following the action on the Consent Calendar. The Commission first will take up the items for which public speaker requests have been submitted. Public speakers shall follow the rules as set forth under Oral Communication.

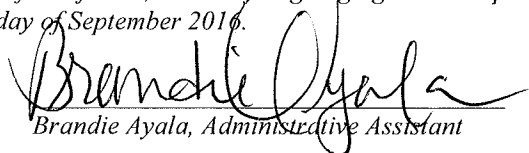
Old Business items have appeared on previous agendas but have either been continued or tabled to this meeting with no final action having been taken. Public comment shall follow the rules as set forth under Oral Communication.

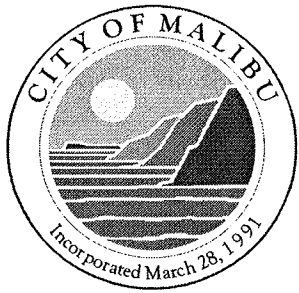
Items in New Business are items which are appearing for the first time for formal action. Public comment shall follow the rules as set forth under Oral Communication.

Copies of the staff reports or other written documentation relating to each item of business described above are on file in the Public Works Department, Malibu City Hall, 23825 Stuart Ranch Road, Malibu, California and are available for public inspection during regular office hours which are 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m., Friday. Written materials distributed to the Commission within 72 hours of the Commission meeting are available for public inspection immediately upon distribution (Government Code Section 54957.5(b)(2)). Copies of staff reports and written materials may be purchased for \$0.10 per page. Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting.

The City Hall phone number is (310) 456-2489. To contact City Hall using a telecommunication device for the deaf (TDD), please call (800) 735-2929 and a California Relay Service operator will assist you. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Environmental Sustainability Director Craig George, (310) 456-2489, ext. 229. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADD Title II]. Requests for use of audio or video equipment during a Commission meeting should be directed to Alex Montano at (310) 456-2489, ext. 227, or amontano@malibucity.org before 12:00 p.m. on the day of the meeting.

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 23rd day of September 2016.


Brandie Ayala, Administrative Assistant



Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Brandie Ayala, Administrative Assistant *BA*

Approved by: Robert Brager, Public Works Director/City Engineer *R*

Date prepared: September 23, 2016 Meeting date: September 28, 2016

Subject: Approval of Minutes – August 24, 2016

RECOMMENDED ACTION: Approve minutes of the Public Works Commission Regular meeting of August 24, 2016.

DISCUSSION: Staff has prepared draft minutes for the Regular Public Works Commission meeting of August 24, 2016 and hereby submits the minutes for Commission approval.

ATTACHMENTS:

1. Draft Minutes of August 24, 2016 Regular Public Works Commission

MINUTES
MALIBU PUBLIC WORKS COMMISSION
REGULAR MEETING
AUGUST 24, 2016
MULTIPURPOSE ROOM
3:30 P.M.

CALL TO ORDER

Chair Scott called the meeting to order at 3:38 p.m.

ROLL CALL

The following persons were recorded in attendance by the Recording Secretary:

PRESENT: Chair Richard Scott and Vice Chair Grisanti; and Commissioners Frank Kerze and Brian Merrick

ABSENT: Commissioner Wendy Sidley

ALSO PRESENT: Bob Brager, Public Works Director; Elizabeth Shavelson, Assistant to the City Manager; Arthur Aladjajian, Public Works Superintendent; and Brandie Ayala, Recording Secretary

PLEDGE OF ALLEGIANCE

Commissioner Merrick led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION Vice Chair Grisanti moved and Commissioner Kerze seconded a motion to approve the agenda. The motion carried 4-0, Commissioner Sidley absent.

REPORT ON POSTING OF AGENDA

Recording Secretary Ayala reported that the agenda for the meeting was properly posted on August 19, 2016.

ITEM 1.A. PUBLIC COMMENTS

None.

ITEM 1.B. COMMISSIONER COMMENTS

None.

ITEM 2 CONSENT CALENDAR

MOTION Commissioner Kerze moved and Vice Chair Grisanti seconded a motion to approve the Consent Calendar. The motion carried 4-0, Commissioner Sidley absent.

The Consent Calendar consisted of the following items:

- A. Previously Discussed Items
None.
- B. New Items
 - 1. Approval of Minutes – July 27, 2016
Staff recommendation: Approve minutes of the Public Works Commission Regular meeting of July 27, 2016.

ITEM 3 OLD BUSINESS

- A. Capital Improvement Projects Status Report
Recommended Action: Receive and file update on the City's current and upcoming Capital Improvement Projects.

Assistant to the City Manager Shavelson presented the staff report and discussed the status of City's approved Capital Improvement Projects with the Commission.

Assistant to the City Manager Shavelson reported that the scope of work for the Annual Street Overlay Project was being finalized and would be out to public bid in the coming months.

Assistant to the City Manager Shavelson explained that the Pacific Coast Highway (PCH) Regional Traffic Messaging System Project scope of work included permanent message signs that would be installed in strategic locations along PCH and that staff was working with MTA and the Los Angeles County Supervisor Kuehl's office on the possibility of expanding the project into to the county area to assist on traffic flow throughout the region.

Assistant to the City Manager Shavelson explained that staff was working with Caltrans on the design issues for the PCH Intersection Improvements Project near the La Costa area.

Assistant to the City Manager Shavelson stated that the PCH Median Improvements Project would improve the existing raised median between Webb Way and Puerco Canyon. She further explained that Caltrans had a similar project between Puerco Canyon to Corral Canyon Road and that staff was working with Caltrans to make sure that the scopes of both projects align.

Assistant to the City Manager Shavelson reported that the Civic Center Way Improvements Project design consultant had been selected and the contract was anticipated to be awarded in early September.

In response to Chair Scott, Assistant to the City Manager Shavelson explained that the design would take approximately one (1) year.

Assistant to the City Manager Shavelson explained that the PCH Signal Synchronization Project limits would be from Topanga Canyon to John Tyler Drive.

Assistant to the City Manager Shavelson reported that the Contractor for the Point Dume Speed Advisory Signs Project had purchased the signs and was waiting for delivery.

In response to Vice Chair Grisanti, Assistant to the City Manager Shavelson stated that the signs would be permanent.

Assistant to the City Manager Shavelson stated that the construction bids for the Bus Stop Shelters Pilot Project were due on September 22, 2016, and, once received, staff would review the bids and schedule the contract for award at the next available Council meeting.

Assistant to the City Manager Shavelson reported that the Paradise Cove Filter Media Replacement Project had been awarded and the Contractor would begin work after the Labor Day weekend.

B. Update on Street Maintenance Work

Recommended Action: Receive and file report on the status of Street Maintenance Work.

Public Works Superintendent Aladjadjian presented the staff report and explained that City streets, City owned parking lots and PCH were swept by Venco Western through, a contract administered by the City. He further explained that the City had an agreement with Caltrans to reimburse the City for sweeping PCH.

C. Civic Center Wastewater Treatment Facility Project Update

Staff recommendation: Receive and file update on the status of the Civic Center Wastewater Treatment Facility.

Public Works Director Brager presented a detailed update on construction activities for the Civic Center Wastewater Treatment Facility Project.

Public Works Director Brager explained some of the upcoming traffic control for the pipeline contract work at the Malibu Canyon Road and Winter Mesa intersection, and at the Webb Way and Civic Center Way intersection.

In response to Commissioner Merrick, Public Works Director Brager stated that once the traffic control was in place, the Contractor would not remove it for weekend traffic.

In response to Commissioner Merrick, Public Works Director Brager stated the Contractor and staff were working with Caltrans to adjust the signal timing during construction at the Malibu Canyon Road and PCH intersection, and at the Webb Way and PCH intersection.

In response to Chair Scott and Vice Chair Grisanti, Public Works Director Brager stated the pipeline would be installed approximately 10 feet underground, and the Contractor would use shoring if needed.

In response to Chair Scott, Public Works Director Brager stated there would be changeable message signs placed at strategic locations to advise motorists about the lane closures and other traffic control measures.

In response to Commissioner Merrick, Public Works Director Brager explained that the Contractor was not eliminating the right turn onto PCH. He stated that traffic control would continue to change based on the Contractor's work and updates would be posted on the City's website, TV channel, and social media.

In response to Commissioner Merrick, Public Works Director Brager explained that the water would be treated before it would be placed in the injection wells but the goal was to not place any water into the wells.

In response to Commissioner Merrick, Public Works Director Brager stated that the Contractor had a permit to discharge water above ground if necessary.

In response to Chair Scott, Public Works Director Brager stated that staff had identified various locations that would be able to use reclaimed water from the Civic Center Wastewater Treatment Facility.

Public Works Director Brager stated consultant firms had submitted proposals for the operation, maintenance and management of the Treatment Facility and stated that staff would be interviewing five (5) firms on August 30, 2016.

ITEM 4 NEW BUSINESS

A. Pacific Coast Highway Maintenance and Debris Removal

Staff recommendation: Review and discuss Caltrans' efforts to maintain and remove debris along Pacific Coast Highway (PCH) within the City Limits.

Assistant to the City Manager Shavelson presented the Commission with a report on the Caltrans Adopt-A-Highway Program and other Caltrans efforts to maintain PCH and clear keep the highway clear of trash and debris. She also explained that Los Angeles County Beaches and Harbors was responsible for the beaches and the City was responsible for City-owned streets.

Commissioner Kerze suggested that Caltrans install additional signage to prevent littering.

ADJOURNMENT

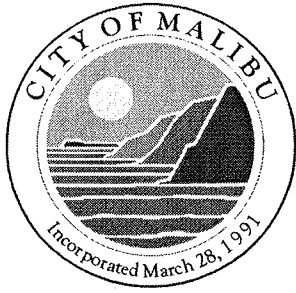
MOTION At 4:30 p.m., Vice Chair Grisanti moved and Commissioner Kerze seconded a motion to adjourn. The motion carried 4-0, Commissioner Sidley absent.

Approved and adopted by the Public Works Commission of the City of Malibu on September 28, 2016.

RICHARD SCOTT, Chair

ATTEST:


BRANDIE AYALA, Recording Secretary



Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Approved by: Robert Brager, Public Works Director/City Engineer 

Date prepared: September 23, 2016 Meeting date: September 28, 2016

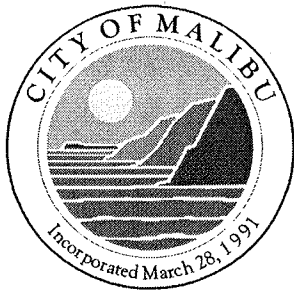
Subject: Capital Improvement Projects Status Report

RECOMMENDED ACTION: Receive and file report on the status of the City's current and upcoming Capital Improvements Projects.

DISCUSSION: Staff will provide a status update on the following active projects in the Fiscal Year 2016/2017 Capital Improvement Program:

- Annual Street Overlay
- Civic Center Wastewater Treatment Facility
- PCH Regional Traffic Messaging System
- PCH Intersection Improvements including:
 - PCH at La Costa Pedestrian Improvements Project
- PCH Median Improvements Project
- Civic Center Way Improvements
- Malibu Community Labor Exchange Trailer Replacement Project
- PCH Signal Synchronization
- Speed Advisory Signs
- Bus Stop Shelters
- Paradise Cove Media Filters Project
- Civic Center Storm Drain System Improvements
- PCH Shoulder Enhancements
- Marie Canyon Green Streets
- Storm Drain Trash Screens

ATTACHMENTS: None



Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Arthur Aladjadjian, Public Works Superintendent

Approved by: Robert Brager, Public Works Director/City Engineer *P*

Date prepared: September 23, 2016 Meeting date: September 28, 2016

Subject: Update on Street Maintenance Work

RECOMMENDED ACTION: Receive and file report on the status of Street Maintenance Work.

DISCUSSION: Staff will provide the status of maintenance work on City streets owned and maintained by the City of Malibu, and maintenance work on Pacific Coast Highway (PCH) owned and maintained by the State of California, Department of Transportation (Caltrans).

City of Malibu

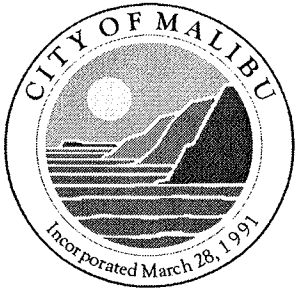
Public Works Department performed the following street maintenance work:

- Sidewalk Maintenance - Monthly sidewalk inspection is ongoing.
- Street Sweeping - All City-owned public streets are swept once a month and PCH is swept once a week.
- Culvert Cleaning – Maintenance crew started citywide culvert cleaning on Monday, September 19.
- City's maintenance crew continues to perform daily, weekly, and monthly maintenance work citywide.

Caltrans performed the following maintenance work:


- a) Caltrans Maintenance Work (PCH within Malibu) – According to Caltrans, highway maintenance crews performed paving operation southbound PCH just north of Tuna Canyon Road.

ATTACHMENTS: None



Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Rob Duboux, Assistant Public Works Director 

Approved by: Robert Brager, Public Works Director

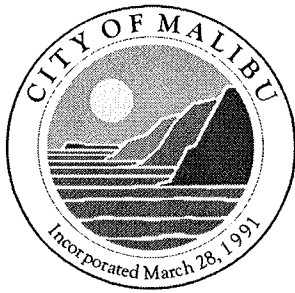
Date prepared: September 23, 2016 Meeting date: September 28, 2016

Subject: Civic Center Wastewater Treatment Facility Project Update

RECOMMENDED ACTION: Receive and file update on the status of the Civic Center Wastewater Treatment Facility.

DISCUSSION: At the May 23, 2016 Regular City Council Meeting, the City Council approved three construction contracts for the Civic Center Wastewater Treatment Facility. The construction contracts include the Treatment Plant, Injection Wells, and the Pipelines and Pump Stations. At the same time, the Council also approved professional service contracts for design services during construction and construction management. Public Works staff is responsible for managing these contracts and will provide a project update to the Commission on a regular basis.


ATTACHMENTS: None.



Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Approved by: Robert Brager, Public Works Director 

Date prepared: September 23, 2016 Meeting date: September 28, 2016

Subject: Update Los Angeles County Waterworks District 29 Water System Master Plan

RECOMMENDED ACTION: Receive and file report on the status of the Los Angeles County Waterworks District 29 Water System Master Plan.

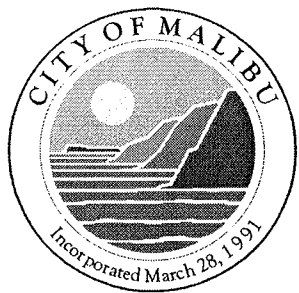
DISCUSSION: On May 24, 2011, Los Angeles County Board of Supervisors instructed the County of Los Angeles Department of Public Works (DPW) to prepare a Water System Master Plan for Los Angeles County Waterworks District No. 29. The Master Plan is intended to provide a comprehensive, long range Capital Improvement Plan (CIP) and identify funding mechanisms to implement the CIP.

As the Lead Agency under the California Environmental Quality Act (CEQA), DPW determined that a Program Environmental Impact Report (PEIR) was required for the Master Plan. DPW prepared a Draft PEIR and made it available for public review in March 2016. On April 6, 2016, DPW hosted a public meeting at Malibu City Hall to discuss the Draft PEIR. At the meeting, DPW representatives announced that they would be re-examining their approach to the project and performing additional public outreach before moving forward with the PEIR.

Recently, DPW hosted three (3) community meetings to discuss the status of the PEIR on the following dates: September 12, September 14, and September 21.

Public Works Director Robert Brager and Vice Chair Grisanti attended the September 21, 2016 meeting and will discuss the DPW's presentation.


ATTACHMENTS: None



Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Approved by: Robert Brager, Public Works Director 

Date prepared: September 23, 2016 Meeting date: September 28, 2016

Subject: Pacific Coast Highway Debris and Trash Collection

RECOMMENDED ACTION: Discuss options for the City to provide supplementary trash pick-up along Pacific Coast Highway (PCH) and make recommendations to the City Council as appropriate.

DISCUSSION: At the August 24, 2016 Regular Public Works Commission Meeting, staff presented an overview of the Caltrans' maintenance efforts and Adopt-A-Highway Program (AAH). Caltrans administers the AAH in order to help maintain the state highway system, promote community engagement, and control maintenance costs. On August 29, 2016, as part of the City's ongoing efforts to promote maintenance and debris removal along PCH, City staff met with representatives from the Caltrans maintenance department and the local coordinator for the AAH program to discuss the AAH and explore opportunities for the City to participate in or supplement the program.

Within the City of Malibu segment of the PCH corridor, there are nine (9) continuous highway sections that can be adopted. During the meeting, the Program Coordinator explained that there are currently three (3) highway sections in Malibu with expired AAH permits. The Program Coordinator has recently reached out to all three (3) adopters with expired permits, all three expressed interest in renewing their AAH permit for an additional 5 year period and their permits are currently in the process of being renewed per AAH policy.

At this time, there are no highway sections available for the potential adopters. However, Caltrans maintains a waitlist for each AAH section.

The City can apply to be placed on the waitlist to adopt a particular section(s) of the highway. Once on the waitlist, the City will be notified if a section becomes available.

In the meantime, since trash and debris has been observed to regularly accumulate along the highway and the AAH only requires adopters to collect trash twice per month with no set collection schedule, the City discussed opportunities to supplement the ongoing AAH program with Caltrans representatives. Two primary options emerged from this discussion. The first option would be for the City to sponsor a Clean-up event. The second option would be for the City to apply for a Supplemental Litter Removal Adoption.

City Sponsored Clean-Up Event: The City can apply to organize and conduct a clean-up event. The event can consist of a singular clean-up day or can last up to three consecutive calendar days. There is no restriction on how many clean-up events the City can apply for within a year. Caltrans will furnish litter pickers, safety vest, hard hats, trash bags, and cloth hand gloves for the event volunteers. In order to apply, the City must submit a Consent Letter (Attachment 1) which serves as the application and identifies the safety requirements for participants as well as the terms and conditions. The terms and conditions may present some liability concerns for the City that may need to be addressed before an application is submitted. For example, if the City engages volunteers to perform clean-up activities, the City may want to consider preparing a waiver form for participants to sign.

Supplemental Litter Removal Adoption: The City can apply to adopt a portion or all of PCH within the City limits as a supplementary adopter. Supplemental litter removal adoption is typically performed by municipalities in an effort to keep municipal entry points or "gateway" areas clean. This program allows for litter removal to supplement an existing litter removal adoption where the cleaning frequency cannot be raised. Supplemental Adopters are subject to the same requirements as AAH Adopters with the exception of litter removal frequency. Caltrans will determine the supplemental litter removal frequency during a field review of the proposed area. The AAH Program Brochure and Frequently Asked Questions are attached (Attachment 3 and 4). Unlike the standard AAH Program, Caltrans will not install a courtesy sign for supplemental adopters. The application for Supplemental Litter Removal Adoption is attached (Attachment 5). As with the Clean-Up Event option, the terms and conditions may present some liability concerns for the City that may need to be addressed before an application is submitted.

The Commission is asked to consider these options and make recommendations to the City Council as appropriate.

ATTACHMENTS:

1. Consent Letter
2. AAH Program Brochure
3. AAH Program Brochure
4. Supplemental Litter Removal Adoption Application

CONSENT LETTER

TR-0131 (REV. 7/2013)

Maintenance Stations' contact information can be found at: <http://www.dot.ca.gov/hq/row/wireless/maint/>

NAME OF APPLICANT AND/OR ORGANIZATION

BUSINESS ADDRESS

CITY/STATE/ZIP

BUSINESS TELEPHONE NUMBER

LOCATION OF WORK (COUNTY/RTE/PM, CROSS STREETS)

DESCRIPTION OF WORK

☐ Litter removal☐ Salvage spilled material☐ Donated landscape materials☐ Vegetation control (weed control, mowing grass or brush/seedlings)☐ Other (Describe) _____

☐ Removal of U.S. Forest Service's or Bureau of Land Management's minor forest products (firewood, posts, shakeboards, shake and shingle bolts, or split products, in quantities exceeding 20 cubic feet in volume, and burlwood or stumps in quantities of two or more). A permit issued by USFS or BLM is required prior to the issuance of this consent letter, when removing minor forest products from Caltrans R/W within USFS or BLM boundaries.

Estimated amount: _____

☐ Pine☐ Cedar☐ Fir☐ Other _____**SAFETY REQUIREMENTS FOR PARTICIPANTS**

- Do not work on the roadway or shoulders, on bridges, in tunnels or near railroad tracks.
- Do not cross freeway traffic lanes on foot. Use caution when crossing conventional highways. Use crosswalks and signals where available.
- Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly, if necessary.
- Discontinue work before dusk. Do not work when fog or other conditions reduce visibility for drivers.
- Do not work when roadway is wet or icy.
- Do not touch or remove materials which you suspect may be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, dead animals and broken glass. Notify the Department or law enforcement (California Highway Patrol, Sheriff, etc) of the location of weapons or suspected toxic substances immediately.
- Do not compact trash bags. Injuries from broken or jagged objects may occur.
- Wear hard hats, either ANSI Class II or III compliant vests, safety glasses or goggles and other personal safety equipment as advisable.
- Wear long pants and substantial leather shoes or boots with ankle support.
- Watch your footing and stay off steep slopes, drainage facilities or places from which you might fall.
- Do not use portable music devices that require the use of headphones or earbuds.
- Do not run, throw objects or engage in horseplay or any other activity which may distract drivers.
- Do not consume alcoholic beverages or drugs before entering or while on the roadside.
- Be alert where snakes may be located. Also be alert for stinging insects and poisonous plants (e.g. poison oak).

TERMS AND CONDITIONS

- It is expressly understood that the work to be performed is to be undertaken by yourself, your organization or by volunteers acting for and on behalf of themselves, yourself and your organization and that yourself, your organization, and said volunteers are not and shall not be considered employees of the State of California, or of the Department of Transportation.
- The State of California and its officers and employees shall not be liable for any death, injury or property damage claims which arise from any activities which are the subject of this letter of consent that may have been reasonably prevented by you, your organization or those persons employed by or acting in your behalf. If any claims arise out of the foregoing, you shall defend, indemnify and save harmless the State of California and its officers and employees from the same.
- This Consent Letter or a copy thereof shall be kept at the site of the work and must be shown to any representative of the Department of Transportation or law enforcement officer on demand. Work shall be suspended if a complete copy of this Consent Letter is not available at the job site.
- All work shall be conducted in conformance with the above "Safety Requirements For Participants".
- All work shall be conducted during daylight hours.
- All work shall be performed on the date(s) indicated below.
- Traffic control is prohibited.
- Work shall not be performed within 6 feet of traffic lanes, within center dividing strips, upon bridges, culverts, or structures of any kind unless specifically approved by the Department's Representative. An Encroachment Permit is required for all other proposed activities not covered by this Consent Letter.
- This Consent Letter is invalidated if the applicant has not obtained all permits necessary and required by law.

APPLICANT'S NAME

APPLICANT'S SIGNATURE

DATE

FOR CALTRANS USE ONLY

Permission is hereby granted to enter onto State Highway _____ to conduct a _____ day(s)**

on _____, 20____, subject to the terms and conditions.

****Approval by the Maintenance Area Superintendent is required for one day activities.******Approval by the Deputy District Director-Maintenance is required for multiple dates (maximum of 3 consecutive calendar days).**

DEPARTMENT REPRESENTATIVE'S NAME

TITLE

PHONE

DEPARTMENT REPRESENTATIVE'S SIGNATURE

DATE

The Adopt-A-Highway Program



The Adopt-A-Highway Program

Adopt-A-Highway (AAH) participants help to maintain and beautify sections of roadside within California's State Highway System. The AAH Program saves California taxpayers millions of dollars every year and provides a great opportunity to promote civic responsibility and community pride.

What Kind of Work Can Adopters Perform?

There are five different types of adoptions:

- Litter Removal
- Vegetation Control
- Tree and Shrub Planting
- Wildflower Planting
- Graffiti Removal

An adoption site usually spans a two-mile stretch of roadside, but park and ride lots, vista points, and other areas of the State right-of-way are also considered for adoption. AAH permits are issued for a period of five years. Groups in good standing may apply for additional five-year permits.

Who Can Participate?

Individuals, organizations, businesses, and government agencies may participate as volunteers or as sponsors. A volunteer adopter performs its own adoption work. A sponsor hires an AAH service contractor to perform the work on its behalf. Minors, aged 16 and older, may participate in a volunteer group, but the group's leaders must be at least 21.

Safety Is Our Number One Concern

Participants must realize that they will be working in a potentially hazardous environment and must agree to diligently follow all safety requirements. Failure to comply with safety requirements could result in an adoption's cancellation. Each volunteer group must designate a safety leader and an alternate safety leader. Unless otherwise notified, Caltrans considers the safety leaders to be the individuals who are listed on the adopter's AAH Program Application. Each sponsor's contractor must appoint a crew leader. Volunteer group leaders or a contractor's crew leader must schedule and attend a safety orientation at Caltrans before beginning work.

What if the Site I Want Is Already Adopted?

AAH sites are offered on a first-come, first-served basis. If the site you want is currently adopted, you can submit an AAH Program Application to be placed on the site's waiting list. When an existing adopter gives up a site, it is offered to the first group on the waiting list. Applicants may be placed on the waiting list for more than one site.

How Much Does It Cost?

A volunteer adopter who performs litter removal and chooses a standard recognition panel will incur no costs. However, most supplies needed for other adoption types must be purchased by the adopter. Artwork for non-standard recognition panels must be purchased by the adopter (see AAH Signs next page).

The Adopt-A-Highway Program

A sponsor must make financial arrangements with an AAH service contractor for services to be provided. A contractor's fee is dependent upon the size of the adoption site, the type of work required, and the work frequency. All monies paid to the contractor remain with the contractor. AAH coordinators maintain a list of contractors who have met the AAH Program's license and insurance requirements. Sponsors are encouraged to obtain quotes from more than one contractor.

Adopt-A-Highway Signs

Caltrans places an AAH sign at each adoption site. When the site is adopted, a "recognition panel," displaying the adopter's name, is attached to the sign. Because it is against the law to advertise on State right-of-way, only the adopter's name and/or logo may be displayed on a recognition panel. Words that are not part of an adopter's legal business name are considered to be advertising and may not be displayed, even if the words usually appear in the adopter's logo. There are three types of recognition panels:

Standard: The panel is manufactured by Caltrans and displays the adopter's name in black, standard highway lettering.

Standard Panel with Logo: The adopter must provide to Caltrans an adhesive-backed logo at their own cost. The panel is manufactured by Caltrans and displays the provided logo along with the adopter's name in black, standard highway lettering.

Custom Panel: If all panel elements are supplied by the adopter, the panel is called a "custom" panel. Custom panels can be created in two ways. Adhesive-backed elements (purchased by the adopter) can be delivered to Caltrans for application onto a blank panel. Caltrans does not charge a fee for placing panel elements onto a panel. Or, a completed panel can be delivered. Caltrans will supply blank recognition panels at no cost to participants who choose the latter option. Either way, there is no fee charged for installation of custom panels.

How Do I Get Started?

Before submitting an application, please visit the AAH Program's website, adopt-a-highway.dot.ca.gov, and take the time to read some of the informational handouts available. All prospective participants should read "Adopt-A-Highway Recognition Panel Design Guidelines." This document contains rules for designing custom panels, explains AAH Program policy regarding the use of logos, and includes instructions for preparing a panel design proof. If a group is considering a vegetation control or planting adoption, instructions for preparing plans and schedules are available. Volunteer groups should read the "Permit Special Provisions." This document lists rules that participants are required to follow. Sponsors should read "Adopt-A-Highway Sponsor FAQs." This document explains the relationship between Caltrans, a sponsor, and its contractor. Sponsors may also obtain a list of AAH service contractors from the website.

The Adopt-A-Highway Program

The Application Process

- Choose a type of adoption and general location.
- Call your local AAH coordinator to discuss your future adoption. The coordinator can give you the exact "post mile" location of the site you wish to adopt (needed to complete a Program Application) and can tell you if there is a waiting list for the site. Even though panel-related documentation is not needed until a requested site becomes available, discuss your panel's design with the coordinator during this initial contact.
- Obtain and submit a completed AAH Program Application. Applications are available on the AAH Program's website and from the AAH coordinator.
- Wait for notification from your AAH coordinator explaining the status of each requested site.
- Once a requested site becomes available, the AAH coordinator will send you an AAH Permit Application and a list of any other documentation required. Return the signed Permit Application and other requested documents by the deadline given.
- Wait for your AAH Encroachment Permit to arrive in the mail. This may take several weeks.
- Both the volunteer safety leader and alternate safety leader or, if a sponsored adoption, the contractor's crew leader, must schedule and attend a safety orientation at Caltrans before beginning work. Volunteer leaders are issued safety-training materials and safety equipment for their group during the orientation.

Additional Responsibilities for Volunteer Group Leaders

Once adoption work begins, it is the legal responsibility of the safety leaders to ensure that all members of the group are able to work safely on any given day. Therefore, safety leaders must make sure that they and each member of their group understand and can conform to all the requirements listed in the AAH Permit Special Provisions.

The safety leaders must:

- Provide a comprehensive safety training session for all group members prior to their working on the highway.
- Repeat the group safety training session each year.
- Conduct a brief safety review each time the group goes out to work at the site.
- Provide Caltrans with at least five days notice prior to each work event.
- Begin work within 30 calendar days of the permit's start date.
- Ensure that the tasks listed in the encroachment permit package are completed as scheduled.
- Ensure that participants follow safety procedures while working.
- Notify Caltrans if there is a change of group leader or contact information.
- Notify Caltrans if you wish to cancel your adoption.

The Adopt-A-Highway Program

Local Adopt-A-Highway Coordinators

District 1:
(707) 441-5761

District 2:
(530) 225-3277

District 3:
(530) 741-4002

District 4:
(510) 286-4433

District 5:
San Luis Obispo
& Santa Barbara:
(805) 542-4755

Santa Cruz,
San Benito, &
Monterey:
(831)-372-1132

District 6:
Kings, Madera,
& North Fresno:
(559) 445-5394

Kern, Tulare, &
South Fresno:
(559) 488-4022

District 7:
Ventura, North & West Los Angeles:
(213) 897-4273

South & East Los Angeles:
(213) 897-3871

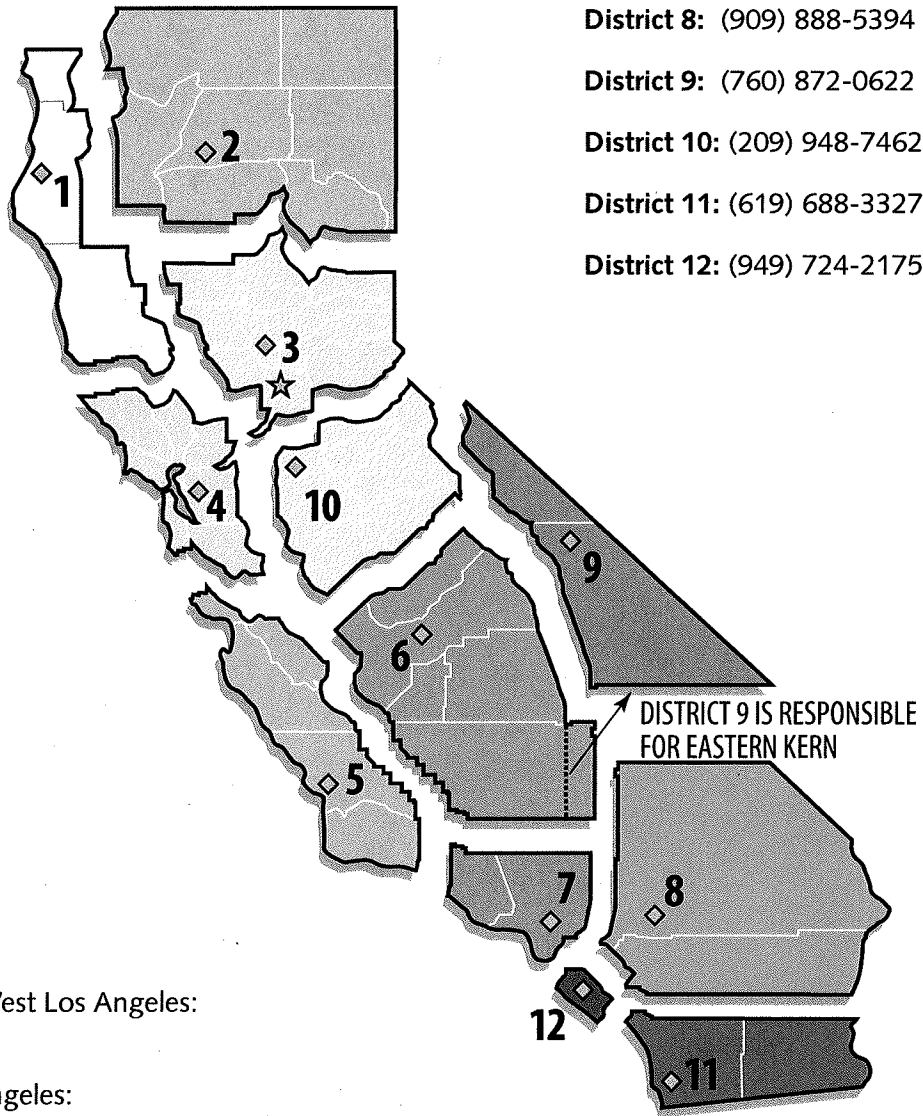
District 8: (909) 888-5394

District 9: (760) 872-0622

District 10: (209) 948-7462

District 11: (619) 688-3327

District 12: (949) 724-2175



The Adopt-A-Highway Program



Call Toll Free!

1-866-ADOPTAHWY

or 1-866-236-7824

adopt-a-highway.dot.ca.gov

For individuals with sensory disabilities, this document is available in Braille, large print, on audiocassette, or computer disk.

To obtain a copy in one of these alternate formats, please call or write to the:

California Department of Transportation
Maintenance Program, MS-31
1120 N Street
Sacramento, CA 95814



■
Voice: (916) 654-2926
or
TTY: CRS-711



The Adopt-A-Highway Program is not a forum for advertising or public discourse.



ADOPT-A-HIGHWAY

Adopt-A-Highway Sponsor FAQs

Who Administers the Adopt-A-Highway Program?

The Adopt-A-Highway (AAH) Program is solely administered by the California Department of Transportation (Caltrans).

What is the Difference Between an Adopt-A-Highway Volunteer and an Adopt-A-Highway Sponsor?

An adopter has the option to use its own forces to perform adoption tasks or to hire a contractor to perform adoption tasks on its behalf. The first arrangement is considered a "volunteer adoption;" the second is considered a "sponsored adoption." In a sponsored adoption, both the sponsor and its contractor receive an AAH Encroachment Permit (Permit). The sponsor's Permit is considered the "parent" Permit. The contractor's Permit is considered a "double" Permit and is completely dependant on the existence of a corresponding parent Permit.

What is an Adopt-A-Highway Contractor and How Do I Locate One?

An AAH service contractor is an independent business that has met Caltrans' license and insurance requirements. In addition, an AAH service contractor must conform to all laws and regulations concerning business and professional licensing, workers' compensation insurance, and fair employment practices. A list of contractors who have met these requirements is available from AAH coordinators. A sponsor is responsible for obtaining and discontinuing the services of a contractor. A sponsor may obtain bids from more than one contractor. The AAH service contractor will prepare a contract covering the work to be provided, which a sponsor should carefully read before signing. All funds paid to a contractor remain with the contractor.

What is the Relationship between Contractors, Sponsors, and Caltrans?

Caltrans has no involvement in the contract established between a sponsor and its hired contractor. A contractor may prepare and submit paperwork associated with an adoption on behalf of its sponsor, or, the sponsor may work directly with an AAH coordinator to establish an adoption. Caltrans may contact a sponsor, or a sponsor may contact Caltrans, at any time during the adoption process or Permit period, even if the contractor submitted AAH paperwork on its sponsor's behalf.

Is a Fee Charged to Participate in the AAH Program?

Caltrans does not charge a fee to apply to, or to participate in, the AAH Program. If an AAH contractor prepares and submits AAH paperwork on its sponsor's behalf, the contractor might charge for these services.

Contractors are supplied with AAH litter bags free of charge. (Volunteer adopters are provided with AAH litter bags and safety gear.) Caltrans collects and disposes of filled AAH litter bags and other debris cleared from the adoption site free of charge. However, planting or graffiti removal adopters must provide materials and equipment at their own cost.

Is a Fee Charged for AAH Signs?

An AAH courtesy sign consists of a base sign and a recognition panel "overlay." The recognition panel displays the adopter's name and is attached to the base sign. Caltrans does not charge a fee for manufacturing and installing a base sign or for attaching a recognition panel to a base sign. Caltrans also does not charge a fee



for manufacturing a "standard" recognition panel - one with plain black lettering. An adopter may provide to Caltrans adhesive-backed logos or colored lettering at its own cost. Caltrans does not charge a fee for mounting supplied artwork onto a recognition panel. Caltrans supplies blank recognition panels to contractors (and volunteer adopters) free of charge.

A contractor may offer to design, manufacture, and deliver its sponsor's recognition panel to Caltrans. If authorized to do so on its Permit, a contractor may also attach the recognition panel onto a base sign. A contractor will charge its sponsor for these services.

A recognition panel's design must be approved by an AAH coordinator before it can be installed. For information on what may be displayed on an AAH recognition panel, please obtain the "Ordering Signs" documents from the AAH Internet site: <http://adopt-a-highway.dot.ca.gov/ordering.htm>.

Does My Contractor Have to Work if My Recognition Panel is Not Installed?

Yes. AAH work is not contingent on the installation of a recognition panel. A contractor must attend a safety orientation and begin work within 30 days of the start date on its Permit, regardless of whether or not the sponsor's recognition panel has been installed. In addition, work must continue throughout the Permit period, even if a panel is damaged, stolen, or a sign is knocked down.

What Happens if I Cancel My Permit?

Permits are issued for a period of five years. A sponsor may convert to a volunteer adoption, cancel its adoption, or change contractors at any time without consequence or fee from Caltrans. If any of these changes occur, the existing contractor's Permit is no longer valid and Caltrans will cancel it.

However, it is important to note that changing a Permit arrangement with Caltrans does not negate the contract obligation established between a sponsor and its contractor. A sponsor is advised to carefully examine the terms of its contract with its contractor prior to making any change. Permit provisions establish that it is the sponsor's responsibility to notify Caltrans of any such change.

What Happens if My Contractor Cancels Its Permit?

If a contractor voluntarily cancels its Permit, the sponsor's Permit is still valid. The AAH coordinator will give the sponsor a deadline of no more than 30 calendar days to decide whether to cancel its own Permit, hire a new contractor, or convert to a volunteer adoption.

Who Provides Adopt-A-Highway Program Quality Assurance?

Even though Caltrans has no involvement in the contract established between a sponsor and its contractor, Caltrans has the authority to enforce AAH Program Regulations and Permit provisions. Caltrans monitors a contractor's performance for work quality and safety. If a minor infraction occurs, Caltrans will warn the contractor directly. However, if minor infractions continue or a more serious infraction occurs, Caltrans will issue a warning notice. A warning notice is sent to the sponsor and a copy is sent to its contractor. A contractor's Permit will be revoked if a third warning notice is necessary. If a contractor (or one of its employees) acts with a deliberate disregard for their own safety, the safety of Caltrans employees, or the safety of the traveling public, the contractor's Permit will be immediately revoked.

What Happens if My Contractor's Permit is Revoked?

If a contractor's Permit is revoked, the contractor may no longer work at the adoption site. A contractor has the right to appeal the revocation. The sponsor's Permit remains valid and the adoption site is held until the appeal deadline has passed or, if an appeal is submitted, until the appeal process has been completed. During this time, Caltrans is responsible for maintenance activities at the site.

If the contractor does not appeal, or if the revocation is upheld in spite of the appeal, the AAH coordinator will give the sponsor a deadline of no more than 30 calendar days to decide whether to cancel its own Permit, hire a new contractor, or convert to a volunteer adoption. If the contractor does appeal and the revocation is reversed, then the contractor's Permit will be reinstated and the adoption will continue for the duration of the Permit period.

To obtain more information regarding the AAH Program, please visit AAH Internet site: <http://adopt-a-highway.dot.ca.gov> or call your District AAH Coordinator at 1-866-ADOPTAHWY (1-866-236-7824).

FOR CALTRANS' USE:

DATE RECEIVED - INITIALS DATE COMPLETED



ADOPT-A-HIGHWAY

Program applications are subject to review and approval. If a requested location is already adopted, your group will be placed on a waiting list. If a requested location is available for adoption, you will be sent an Adopt-A-Highway Encroachment Permit Application to sign and return.

The Adopt-A-Highway Program and its courtesy signs are not a forum for advertisement or public discourse. Adopters are not guaranteed a sign. Signs will display the name of the individual, organization, agency, or business providing the adoption service. Subject to approval, organizations and businesses may display their logo along with their name, or, they may display their logo by itself.

ADOPTION TYPE(S)

☐ LR: Litter Removal ☐ VC: Vegetation Control¹ ☐ WC: Wildflower Planting¹ ☒ Other Supplemental LR
☐ GR: Graffiti Removal ☐ TP: Tree and shrub Planting¹ ☐ SWP: "Spot" Wildflower Planting^{1,2}

¹Once a requested location becomes available, you will be required to submit work plans and a work schedule for review and approval

²Spot wildflower planting adopters do not receive a sign.

ADOPTION SITE(S) REQUESTED: If you do not know a site's post mile range, please call 1-866-236-7824 for assistance or leave the field empty and your District Adopt-A-Highway Coordinator will call you.

TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound
TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound
TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound
TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound
TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound

APPLICANT INFORMATION: Businesses must submit a copy of their business license or other proof of business name.

INDIVIDUAL, ORGANIZATION, AGENCY, OR BUSINESS NAME			WORK WILL BE PERFORMED BY (Minimum age for participants is 16 years) Volunteers: Aged <input type="checkbox"/> 16+ <input type="checkbox"/> 18+ <input type="checkbox"/> Hired Contractor	
ADDRESS		CITY	STATE	ZIP CODE
NAME OF PRIMARY CONTACT (Must be at least 21 years old)		TITLE	E-MAIL	
PHONE NO.	ALT. PHONE NO.	FAX	ALTERNATE CONTACT (Required, must be at least 21 years old)	
SIGNATURE OF APPLICANT'S PRIMARY CONTACT			ALT. CONTACT'S PHONE NO.	
SIGNATURE OF APPLICANT'S PRIMARY CONTACT			DATE	

CONTRACTOR INFORMATION: Complete only if application is submitted by contractor on behalf of a sponsor group.

CONTRACTOR'S BUSINESS NAME	CONTRACTOR REPRESENTATIVE	<input type="checkbox"/> Recognition Panel Installation and Removal Requested
SIGNATURE OF CONTRACTOR'S REPRESENTATIVE		DATE

APPLICANT ELIGIBILITY APPROVAL - FOR CALTRANS' USE:

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	SIGNATURE OF DISTRICT DEPUTY DIRECTOR OF MAINTENANCE	DATE
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PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.